

**San Juan County**  
**100 South Oliver Drive, Suite 400**  
**Aztec, New Mexico 87410**  
(505) 334-4206 fax (505) 334-1669  
<http://www.sjcassessor.net>

**NEW MEXICO BUSINESS PERSONAL PROPERTY REPORT**

**This is an Official Request and a response is required**  
**Deadline for response is February 28, 2020**

2020

Owner Name or  
Business Name \_\_\_\_\_  
In Care Of Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_

County Tax ID # \_\_\_\_\_  
School District \_\_\_\_\_

**(If reporting for more than one school district, a separate form is required to be filled out for each). Report once per school district.**

**The following must be completed**

**Name of business owner\*** \_\_\_\_\_  
**Mailing Address\*** \_\_\_\_\_

**Business Start Date\*** \_\_\_\_\_  
**Phone #** \_\_\_\_\_

<b>MAILING ADDRESS</b> _____
<b>Change OR Correction</b> _____

**Contact Person\***

**Phone # \*** \_\_\_\_\_

**Fax #** \_\_\_\_\_

**Physical location of business** \_\_\_\_\_

**Type of Business\*** \_\_\_\_\_

(ie. Retail, oil & gas, fast food, hair salon, construction, etc.)

**Does business report to NM Assessment Bureau?** \_\_\_\_\_ **If yes give CAB#** \_\_\_\_\_

**Does business have leased equipment? (See back for instructions)**

**Transfer of Ownership or Business Closing**

**Name of Buyer** \_\_\_\_\_ **Phone#** \_\_\_\_\_  
**Mailing address** \_\_\_\_\_  
**City, State, Zip** \_\_\_\_\_ **\* Date of Closing/Sale** \_\_\_\_\_

**Active Business no longer depreciating assets**

\_\_\_\_\_ possesses no business personal property for which the owner has claimed a deduction for depreciation for federal income tax purposes during any federal income taxable year occurring in whole or in part during twelve months immediately preceding the first day of the property tax year (January 1).

**Signature of Owner/Agent \*** \_\_\_\_\_ **Date \*** \_\_\_\_\_

**FARM EQUIPMENT and LIVESTOCK OWNERS:**

If reporting farm equipment or livestock and you did not receive a Farm Equipment and Livestock form, please contact the county assessor's office at the number listed above. A separate sheet may be attached listing the type of equipment/livestock, year purchased, and purchase price. For livestock, please include number of animals as of January 1st.

## INSTRUCTIONS:

**For assistance or questions, contact the personal property department for the county listed on the front of this form.**

1. Assets having a deduction for depreciation and/or a Section 179 expense which was reported to the IRS for the previous tax year must be reported on this form. See 7-36-8-NMSA-1993 Amended.  
An itemized list of assets must accompany this form.
2. Depreciation used is a straight line method of calculation for the depreciation allowance over the useful life of an asset. The MACRS or ACRS recovery periods cannot be used for New Mexico property tax valuation purposes.
3. 100% acquisition cost must include freight, installation and any fees included in the purchase of an asset. Use rounded whole numbers.
4. Owner of rentals or leased housing must report appliances, drapes, furnishings, equipment for office, clubhouse, maintenance etc. if a deduction for depreciation was reported to the IRS.
5. If leasing equipment, a separate sheet listing the equipment type, and lessor's name, mailing address, and phone number must be attached.
6. Do not report vehicles or trailers licensed in the State of New Mexico.
7. A copy of the Federal depreciation schedule/detail worksheet must be attached.
8. **A separate form must be used if reporting assets in several taxing districts.**
9. Please inquire as to the availability of online reporting in this county.
10. **Note:** Corrections submitted after the 30 day protest period as indicated on the Notice of Value will be applied to the next year. If you are not on the tax roll then you will be added to this year under the omitted property guidelines and will be subject to the non-rendition penalty.

### Note:

- This form must be completed in accordance with the above listed instructions by the last day of February (Sec. 7-38-8)
- All business assets and farm equipment subject to valuation for property tax purposes shall be valued as of January 1 (Sec. 7-38-7) of every year (Sec. 7-36-8; 7-36-33).
- **A personal property report must be made annually even if no changes have been made. Failure to report will result in a 5% non-rendition penalty.**
- Falsification of a report may result in penalties up to 25% (Sec. 7-38-8)
- All returns are subject to audit.
- All fields followed by an asterisk must be completed.

### **AFFIRMATION MANDATORY**

**I do solemnly affirm to the best of my knowledge that the statements on this form completed and signed by me and the prededing list and description are full and correct statements of all business personal property required to be reported pursuant to Section 7-38-8 of the Property Tax Code, in this County on January 1st, and all statements required to be made under the Property Tax Code, and I so affirm under pains and penalties of perjury.**

\_\_\_\_\_  
Signature of Owner/Authorized Agent

\_\_\_\_\_  
Date



## DEPRECIATION SCHEDULES

### Schedule 1 6 yr life

Drilling & Well Service  
Subject to floor of 13%

2019	93%
2018	78%
2017	64%
2016	49%
2015	34%
2014	20%
2013	13%

### Schedule 2 10 yr life

F F & E, communications, Phone systems,  
vending machines, recreation equip.,  
residential furnishings, motels, restaurants  
& bars, farm equip., heavy construction,  
contractors equip., hand tools, all signs

2019	96%
2018	87%
2017	78%
2016	69%
2015	61%
2014	52%
2013	43%
2012	34%
2011	26%
2010	17%
2009	13%

### Schedule 3 6 yr life

Computer equip, typewriters,  
copiers, calculators, fax machines,  
electronic equip, cell phones, TV's

2019	93%
2018	78%
2017	64%
2016	49%
2015	34%
2014	20%
2013	13%

### Schedule 4 3yr life

Short term rentals, TV's,  
Video games etc., Software

2019	85%
2018	56%
2017	27%
2016	13%

### Schedule 5 14 yr life

Manufacturing equip. of  
chemical, rubber, metal,  
stone, glass, steel mills

2019	97%
2018	91%
2017	84%
2016	78%
2015	72%
2014	66%
2013	59%
2012	53%
2011	47%
2010	41%
2009	34%
2008	28%
2007	22%
2006	16%
2005	13%

### Schedule 6 20 yr life

Wood Billboards

2019	98%
2018	93%
2017	89%
2016	85%
2015	80%
2014	76%
2013	72%
2012	67%
2011	63%
2010	58%
2009	54%
2008	50%
2007	45%
2006	41%
2005	37%
2004	32%
2003	28%
2002	23%
2001	19%
2000	15%
1999	13%

### Schedule 7 25 yr life

Gas & purification plants,  
Pipelines, oil field compressors,  
storage and holding tanks, and  
mobile offices  
Subject to floor of 13%

2019	98%
2018	95%
2017	91%
2016	88%
2015	84%
2014	81%
2013	77%
2012	74%
2011	70%
2010	67%
2009	63%
2008	60%
2007	56%
2006	53%
2005	49%
2004	46%
2003	42%
2002	39%
2001	35%
2000	32%
1999	28%
1998	25%
1997	21%
1996	18%
1995	14%
1994	13%

### Schedule 8 45 yr life

Metal Billboards, Bank Vaults

2019	99%	1993	49%
2018	97%	1992	47%
2017	95%	1991	45%
2016	93%	1990	43%
2015	91%	1989	41%
2014	89%	1988	39%
2013	87%	1987	37%
2012	86%	1986	35%
2011	84%	1985	33%
2010	82%	1984	31%
2009	80%	1983	29%
2008	78%	1982	27%
2007	76%	1981	25%
2006	74%	1980	23%
2005	72%	1979	21%
2004	70%	1978	20%
2003	68%	1977	18%
2002	66%	1976	16%
2001	64%	1975	14%
2000	62%	1974	13%
1999	60%		
1998	58%		
1997	56%		
1996	54%		
1995	53%		
1994	51%		